

## **Management System: Budget and Financial Management**

### **Subject Area: Accounting**

# **Procedure: Preparing Financial Statement Analysis and Footnote Disclosures**

**Issue Date and  
Revision Number:**  
07/10/13      0

**Lead Subject Matter Expert:**  
Thom Meyer

**Management System Owner:**  
David Arvin

## **1.0 Applicability**

This information applies to the U.S. Department of Energy (DOE) Environmental Management Consolidated Business Center (EMCBC), which is responsible for preparing the Financial Statement Analysis and Footnote Disclosures for their allotment required by the DOE Headquarters (HQ) Chief Financial Officer (CFO) for 3<sup>rd</sup> quarter and Year-end reporting.

## **2.0 Required Procedure**

Each fiscal year EMCBC is required to submit the Financial Statement Analysis and Footnote Disclosures to DOE HQ for data as of June 30 (3<sup>rd</sup> quarter) and data as of September 30, (Fiscal Year-end). Not all elements of the analysis are due for 3<sup>rd</sup> quarter .

This analysis is used by DOE HQ CFO (CF-1) in preparing the Department's Annual Financial Statements and Footnote Disclosures. It is also used by the Auditors in performing their audit of the Department's Financial Statements each year.

<b>Step 1</b>	The EMCBC Accounting Staff receives the Financial Statements and the Performance and Accountability Report Guidance, which includes the 3 <sup>rd</sup> quarter and Year-end Financial Statement requirements for the fiscal year, from DOE HQ CFO (CF-1).
<b>Step 2</b>	<p>The EMCBC Accounting Staff:</p> <ul style="list-style-type: none"><li>• Reviews the reporting requirements for the 3<sup>rd</sup> quarter and Year-end Financial Statements.</li><li>• Determines 3<sup>rd</sup> quarter and Year-end due dates needed, for deliverables, from the Integrated Contractors (ICs) and the Field Office, in order to</li></ul>

	<p>meet the 3<sup>rd</sup> quarter and Year-end deadlines established by DOE HQ.</p> <p>Transmits 3<sup>rd</sup> quarter and Year-end Financial Statement requirements and due dates for deliverables to the Integrated Contractors.</p>
<b>Step 3</b>	<p>For 3<sup>rd</sup> Quarter and Year-end, the EMCBC Accounting Staff provides the IC's, non- IC's and the EMCBC Staff with Financial Statement Analysis and Footnote Disclosure Packages.</p> <ul style="list-style-type: none"> <li>• The EMCBC Accounting Staff will coordinate the Financial Statement Analysis &amp; Footnote Disclosure Packages with the IC's and non-IC's requesting their applicable input and data submission.</li> <li>• The EMCBC Accounting Staff will also provide the Financial Statement Analysis &amp; Footnote Disclosure Packages to EMCBC Federal Staff by requesting their applicable input and data submission.</li> </ul>
<b>Step 4</b>	<p>The EMCBC Accounting Staff runs the various financial accounting reports for the appropriate reporting entities in order to analyze the DOE direct financial data under its allotment.</p>
<b>Step 5</b>	<p>The EMCBC Accounting Staff prepares the Financial Statement Analysis and Footnote Disclosure Package for submission to DOE HQ CFO (CF-1) <b>by the due date established in the guidance received in <u>Step 1</u></b>. The package includes Financial Statement Analyses and Footnote Disclosures as outlined in the 3<sup>rd</sup> Quarter and Year-end Financial Statement Requirements.</p>
<b>Step 6</b>	<p>The EMCBC submits the Financial Statement Analyses and Footnote Disclosures package to DOE HQ CFO (CF-1) by posting files on <b><u>iPortal</u></b>.</p> <ul style="list-style-type: none"> <li>• The Significant Balance Change files, with written explanations, should be saved on the DEPT FS page in the following folder: "B - Field Submissions/A - FN and SIG BAL/ (ALLOTTEE #)/ (FY)/ (QUARTER)/A - Sig Bal/FINAL".</li> <li>• The Footnote Submission workbooks should be saved on the DEPT FS page in the following folder: B - FIELD SUBMISSIONS/A - FN and SIG BAL/ (ALLOTTEE #)/ (FY)/ (QUARTER)/ B – Field Sub".</li> </ul> <p>The file names should include the Allottee number and the word "COMPLETE" at the end of the file name.</p> <p>If changes need to be made to the completed file after the initial upload to iPortal, the file must be resaved with the word "REVISED" in place of the word "COMPLETE".</p> <p>Once the "COMPLETE" or "REVISED" Significant Balance Change explanation files and Field Footnote Submission workbooks are saved on</p>

	iPortal, an e-mail is sent to iPortal Contacts with a one-line e-mail notifying them that the files have been submitted through iPortal.
<b>Step 7</b>	The EMCBC Accounting Staff answers questions and provides any additional information requested by DOE HQ CFO (CF-1).

### 3.0 Related Information

- Third Quarter and Year-end Financial Statement Requirements/Financial Statement Analysis and Footnote Disclosures
- iPortal

### 4.0 Records Generated

Records generated through implementation of this procedure are identified as follows, and are maintained by the Office of Financial Management in accordance with the EMCBC Organizational File Plan:

<b>Records Category Code</b>	<b>Records Title</b>	<b>Responsible Organization</b>	<b>QA Classification (Lifetime, Non-Permanent or N/A)</b>
ADM 06-01-A	Accountable Officers' Files – Financial Statement Analysis and Footnote Disclosure Information	Office of Financial Management	N/A

## **EMCBC RECORD OF REVISION**

Document - **Preparing Financial Statement Analysis and Footnote Disclosures**

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I Placing the words GENERAL REVISION at the beginning of the text.

---

<b><u>Rev. No.</u></b>	<b><u>Description of Changes</u></b>	<b><u>Revision on Pages</u></b>	<b><u>Date</u></b>
0	Original Development	All	07/10/13